



GRADING PERMIT

Permit # _____

Name of Plat _____

CITY OF SHAKOPEE

129 HOLMES STREET SOUTH

(952)233-9300

1. Location _____
(Plat, property address or legal, or distance and direction from nearest public street intersection)

2. Nature of Work _____

3. Total Area Disturbed (Acre) _____

4. Owner of Land _____

DESCRIPTION: Please include 3 copies of a detailed description and scaled drawing of the proposed project and project work including identification of obstructions to be placed and size and depth of excavation. Include earthwork calculations. Indicate quantity of material exported/or imported.

4. Work to start on or after: _____ and shall be completed by: _____ unless an extension granted to:

_____ by _____
DATE STAFF

5. Estimated cost of site grading and erosion control items \$ _____
(Shall not include cost to purchase or haul borrow material)

NAME OF APPLICANT _____ PHONE _____

PLEASE PRINT

ADDRESS _____

STREET

CITY

STATE

ZIP

NAME OF PARTY OR ORGANIZATION PERFORMING WORK _____

GOPHER ONE-CALL REGISTRATION # _____ E-MAIL ADDRESS _____

CONTACT PERSON: _____ EMERGENCY (24 Hr.) PHONE _____

DAY PHONE _____ FAX _____

ADDRESS: _____

STREET

CITY

STATE

ZIP

The undersigned herewith accepts the terms and conditions of this permit by the City of Shakopee as herein contained and agrees to fully comply therewith to the satisfaction of the City of Shakopee. The undersigned also declares that he/she has read, understands, and will comply with all relevant City Ordinances and all Grading Permit Regulations as stated in the following pages **A Certificate of Insurance or Self Insurance verifying coverage has been provided to the City of Shakopee. (CITY OF SHAKOPEE TO BE NAMED AS AN ADDITIONAL INSURED)**

Signed: _____ Title: _____ Date: _____

All legal requirements shown on attached pages to be complied with! The date when work is completed must be reported in writing to the Public Works Director.

FOR CITY USE ONLY

AUTHORIZATION OF PERMIT

Security : \$ _____
(\$1,000.00 per acre disturbed)

Security Type _____
(Bond, Cash, Escrow Account or other method of providing security)

Fee: \$ _____ Receipt No. _____
(Up to and including \$200,000.00: 5% of Estimated Cost for Site Grading and Erosion Control.
Over \$200,000.00: \$10,000.00 plus 3% of Estimated Cost for Site Grading and Erosion Control exceeding \$200,000.)

In consideration of agreement to comply in all respects with the regulations and codes of the City of Shakopee covering such operations, and pursuant to authorization duly given by said City of Shakopee, permission is hereby granted for the work to be done as described in the above application with said work to be done in accordance with "GENERAL CONDITONS OF THE GRADING PERMIT" hereby attached:

APPROVED BY: CITY ENGINEERING DEPARTMENT:

BY: _____ DATE: _____



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GENERAL CONDITIONS OF THE GRADING PERMIT FOR:

1. Original copies (2) of the Contractor's certificate of insurance shall be received by the City of Shakopee prior to any grading of the site.
2. Applicant agrees to hold the City of Shakopee harmless for any claims arising out of the City approving the grading permit prior to Final Plat approval, Final Plat recording and Final Construction Plan approval.
3. The Applicant shall obtain a NPDES permit. The City of Shakopee shall receive this permit prior to any land disturbing activity.
4. All erosion control measures shall be furnished and installed by the Applicant and accepted by the City prior to any land disturbing activity.
5. All erosion control measures shall be routinely inspected by the Applicant and replaced as necessary or as directed by the City of Shakopee.
6. Erosion control maintenance shall be the responsibility of the Applicant throughout the life of the grading permit.
7. Adjacent streets shall be kept clean of any offsite sediment tracking.
8. Turf and permanent vegetation shall be established in accordance with the NPDES requirements.
9. Six (6) inches of topsoil will be required over disturbed areas not part of building pads. Building pads not starting immediate construction require four (4) inches of topsoil. All areas not involving immediate building or construction shall have turf established in accordance with NPDES requirements.
10. Final Plans and Reports required upon completion:
 - An "as-built" grading plan shall be submitted to the City when the grading work has been completed. A statement shall be included from the Applicant's engineer that the grading work is in conformance to the "as-built" plan and specifications. Also, as a part of this plan, a statement shall be included from the Applicant's surveyor that the high water elevations around ponds and wetlands are within the existing and/or proposed drainage easements of the plat. No building permits will be issued until the City Engineer has approved this plan. Please refer to the City of Shakopee's Design Criteria for as-built grading plan requirements.
 - A report prepared by the soils engineer including locations and elevations of field density tests, summaries of field and laboratory test, other substantiating data and comments on any changes made during the grading and their effects on the recommendations in the soils report.



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GENERAL CONDITIONS OF THE GRADING PERMIT FOR:

11. All Topsoil (whether salvaged on site or brought in as import) to be used on site for turf establishment shall be identified, tested and approved by City of Shakopee Engineering Department prior to placement of said topsoil. Topsoil test results shall comply with MnDOT's "STANDARD SPECIFICATION FOR CONSTRUCTION" 2000 Edition, Specification 3877 for "SELECT TOPSOIL BORROW" (spec. 3877.2 B, Table 3877-2).
12. Grading shall be limited to the plat/property boundaries and as shown on the submitted grading plan.
13. County and State permits to be obtained are the responsibility of the Applicant.
14. See the following conditions from the Natural Resource Director and the Community Development/Planning Department:

Community Development/Planning: _____

Natural Resources/Park and Recreation: _____

APPROVED BY: CITY COMMUNITY DEVELOPMENT/PLANNING DEPARTMENT:

BY: _____ DATE: _____

APPROVED BY: CITY NATURAL RESOURCES/PARK AND RECREATION DEPARTMENT:

BY: _____ DATE: _____



Grading Permit Submittal Requirements

- ❖ Completed Permit Application
- ❖ Grading Plan and Erosion Control Plan Per Chapter 16 of the City Code and the City of Shakopee Design Criteria
- ❖ Total Area of Plat/Site (acres) on Grading Plan and Erosion Control Plan
- ❖ Total Area Disturbed (acres) on Grading Plan and Erosion Control Plan
- ❖ Detailed Earthwork Computations
- ❖ Pavement Design Calculations (for all streets within the site)
- ❖ Detailed Contractor's Bid for Proposed Land Disturbing Activity
- ❖ NPDES Permit (if applicable)
- ❖ Wetland Delineation Report and Certificate of No Loss/Exemption
- ❖ Wetland Mitigation Plan (if proposing impacts to wetlands)
- ❖ Woodland Management Plan as Per Section 11.60, Subdivision 9 of the City Code
- ❖ Contractor's Certificate of Insurance (in compliance with City Right-of-Way permit requirements)
- ❖ County Permits if Applicable (utility, access, r/w, etc.)
- ❖ All Necessary R/W or Easements to Grade and/or Drain Storm Water Off-site
- ❖ 125% of the established cost to comply with the Stormwater Management Plan, the Grading Plan and the Erosion Control Plan or \$1,000 Per Disturbed Acre Security, whichever is greater.
- ❖ Grading Permit Fee (as set forth by the City's Fee Schedule)
- ❖ Stormwater Management Plan:

1. Application. A written application for stormwater management plan approval, along with a proposed stormwater management plan, shall be filed

with the Engineering Division of the City's Public Works Department. The application shall include a statement indicating the grounds upon which the approval is being requested, that the proposed use is permitted by right or as an exception in the underlying zoning district, and adequate evidence showing that the proposed use will conform to the standards set forth in this Chapter and the City Code.

2. Required plan submittals. Two sets of clearly legible blue or black lined copies of drawings, electronic copy of drawings, and required information shall be submitted to the Engineering Division along with the process and approval fee. Information provided shall be prepared per the most recent edition of the City Design Criteria and certified by an engineer licensed in the State of Minnesota. Drawings shall be prepared to a scale appropriate to the site of the project and suitable for the review to be performed. The plans shall be drawn at a minimum scale of one inch equals 100 feet and shall contain the following information:
 - a. Existing site map. A map of existing conditions showing the site and immediately adjacent areas within 200 feet of the site, including:
 - i. The name and address of the applicant, the section, township and range, north point, date and scale of drawing and number of sheets;
 - ii. The location of the property by showing an insert map at a scale sufficient to clearly identify its location and giving such information as the name and numbers of adjoining roads, railroads, utilities, subdivisions, cities, townships and districts or other landmarks;
 - iii. The existing topography with a contour interval appropriate to the topography of the land but in no case having a contour interval greater than two feet;
 - iv. A delineation of all ponds, infiltration features, streams, rivers, public waters and wetlands located on and immediately adjacent to the site, including the depth of the water, the normal water level (NWL), the 100-year high water level (HWL), the ordinary high water level (OHW), a description of all vegetation which may be found in the water, a statement of general water quality and any classification given to the water body or wetland by the Minnesota Department of Natural Resources, the Minnesota Pollution Control Agency or the United States Army Corps of Engineers;
 - v. The location and dimensions of existing stormwater drainage systems and natural drainage patterns on and immediately

adjacent to the site delineating in which direction and at what rate stormwater is conveyed from the site, identifying the receiving stream, river, public water, or wetland, and setting forth those areas of the unaltered site where stormwater collects;

- vi. A description of the soils of the site, including a map indicating soil types of areas to be disturbed as well as a soil report containing information on the suitability of the soils for the type of storm water system proposed and describing any remedial steps to be taken by the applicant to render the soils suitable;
 - vii. The location and description of any vegetative cover and a clear delineation of any vegetation proposed for removal;
 - viii. The location of 100 year floodplains, flood fringes and floodways;
 - ix. The locations of any existing overhead or underground utilities;
 - x. The locations of property lines and easements; and
 - xi. A City approved benchmark listing location and elevation.
- b. Site construction plan. A site construction plan including:
- i. Locations and dimensions of all proposed land disturbing activities and any phasing of those activities;
 - ii. Total site area;
 - iii. Total area to be disturbed;
 - iv. Locations and dimensions of all temporary soil or dirt stockpiles;
 - v. Locations and dimensions of all construction site erosion control measures necessary to meet the requirements of this Chapter;
 - vi. A schedule of the anticipated start and completion date of each land disturbing activity including the installation of construction site erosion control measures needed to meet the requirements of this Chapter;
 - vii. Provisions for maintenance of the construction site erosion control measures during construction.

- c. Plan of final site conditions. A plan of final site conditions on the same scale as the existing site map showing the proposed site changes including:
 - i. Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship of proposed changes to existing topography and remaining features;
 - ii. A landscape plan, drawn to an appropriate scale, including dimensions and distances and the location, type, size and description of all proposed landscape materials which will be added to the site as part of the development;
 - iii. A drainage plan of the developed site delineating in which direction and at what rate stormwater will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect;
 - iv. The proposed size, alignment and intended use of any structures to be erected on the site;
 - v. A clear delineation and tabulation of all areas which will be paved or surfaced, including a description of the surfacing material to be used;
 - vi. Any other information pertinent to the particular project which, in the opinion of the applicant or the Public Works Director, is necessary for the review of the project;
 - vii. Proposed normal water level (NWL), 100 year high water level (HWL), ordinary high water level (OHW) of any ponds, infiltration facilities, streams, rivers, public waters, or wetlands on or downstream from the site;
 - viii. Building elevations including low floor elevations and low building opening elevations;
 - ix. Overland emergency overflow routes and their elevations.
- d. Stormwater calculations. Calculations demonstrating the following data shall be provided, according to the method established by the Engineering Division:
 - i. Drainage maps that show the site, land that drains onto the site, and land that the site drains onto for existing and proposed conditions. Delineated drainage areas for ponds,

wetlands, or other relevant waters should be indicated on these maps;

- ii. A stormwater model conforming to Engineering Division standards that includes drainage areas, cover types, pond and wetland sizes, pond and wetland outlets, and natural or piped conveyance systems;
 - iii. Peak runoff rates from the site before and after development demonstrating that the proposed conditions conform to the policies outlined in the City's Comprehensive Water Resources Management Plan;
 - iv. Volume of runoff from the site before and after development;
 - v. National Urban Runoff Program ("NURP") volume below the normal outlet required and provided in each pond;
 - vi. Infiltration calculations for proposed conditions;
 - vii. A narrative summarizing the calculations and demonstrating that proposed drainage alterations do not unreasonably burden upstream or downstream land;
- e. Soil borings, if requested by the Public Works Director.
 - f. Fees. All applications for stormwater management plan approval shall be accompanied by a processing and approval fee as set by the most recent edition of the City's Adopted Fee Schedule.

❖ Erosion and Sediment Control Plan:

- 1. An erosion control plan shall be submitted to the Engineering Division of the City's Public Works Department when required by this Chapter along with a grading permit application. All applications for a grading permit shall be accompanied by a processing and approval fee as set by the City Fee Schedule. The erosion control plan shall contain all of the following with respect to conditions existing on site during construction and after final structures and improvements have been completed.
 - a. A description of and specifications for sediment retention and settling devices;
 - b. A description of, specifications for, and detail plates for surface runoff and erosion control devices;
 - c. A description of vegetative measures;

- d. A detailed timetable for restoring all disturbed areas;
- e. A graphic representation of the location of all specified erosion and sediment control devices;
- f. An implementation schedule for installing and subsequently removing devices described above;
- g. A maintenance schedule for all sediment and erosion control devices specified;
- h. An estimate of the costs to implement all final and temporary erosion and sediment control measures;
- i. An information sheet on the parties responsible for constructing and maintaining the erosion control measures as shown on the erosion control plan. The information sheet should contain the phone numbers and addresses of at least two persons and indicate how they can be contacted at all times (days, nights, weekends, etc.) regarding repairing and maintaining the erosion control measures;
- j. The erosion control plan must contain details to specify which erosion and sediment control facilities are permanent and which are temporary; and
- k. If required, a Nationwide Pollutant Discharge Elimination System (NPDES) general stormwater permit must be obtained from the Minnesota Pollution Control Agency prior to commencing construction activities. The associated Stormwater Pollution Prevention Plan (SWPPP) should be included in the erosion control plan and approved by the Public Works Director prior to construction. A copy of the NPDES permit must be provided to the City prior to construction.